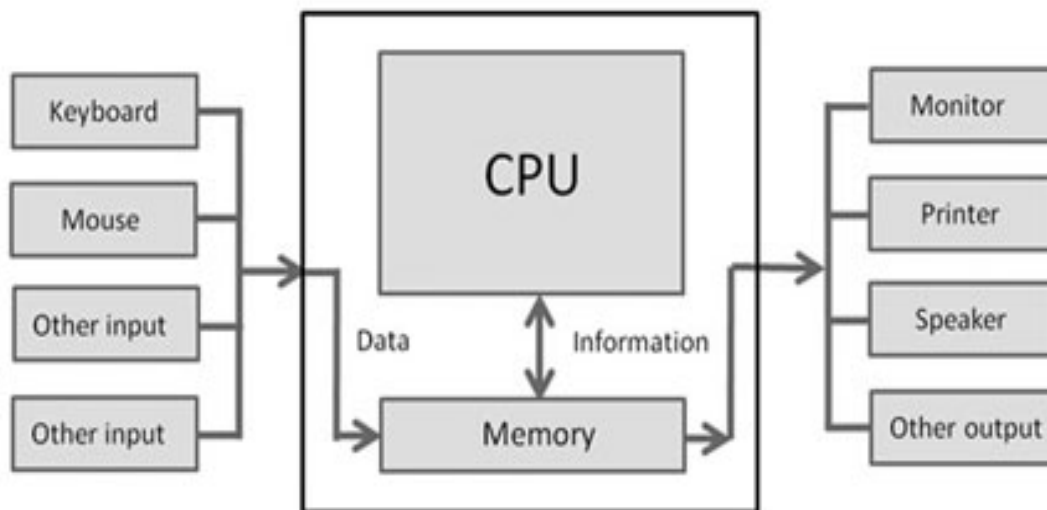


## [SIDBI Exam 2016]

### Computer notes

**1) Computer:** A computer is a general-purpose device that can be programmed to carry out a set of arithmetic or logical operations automatically.



### 2) Component:

A general purpose computer has four main components:

- 1) The arithmetic logic unit (ALU),
- 2) The control unit,
- 3) The memory
- 4) The input and output devices (collectively termed I/O).

These parts are interconnected by buses, often made of groups of wires.

**The control unit:** The control unit (often called a control system or central controller) manages the computer's various components; it reads and interprets (decodes) the program instructions, transforming them into control signals that activate other parts of the computer. Control systems in advanced computers may change the order of execution of some instructions to improve performance.

### **Central Processing unit (CPU)**

The control unit, ALU, and registers are collectively known as a central processing unit (CPU). Early CPUs were composed of many separate components but since the mid-1970s CPUs have typically been constructed on a single integrated circuit called a microprocessor.

**ALU:** It is capable of performing two classes of operations: arithmetic and logic.

**Memory:** In almost all modern computers, each memory cell is set up to store binary numbers in groups of eight bits (called a byte).

Computer main memory comes in two principal varieties:

Random-access memory or RAM

Read-only memory or ROM

### **Input/output (I/O):**

I/O is the means by which a computer exchanges information with the outside world.[66] Devices that provide input or output to the computer are called peripherals.[67] On a typical personal computer, peripherals include input devices like the keyboard and mouse, and output devices such as the display and printer. Hard disk drives, floppy disk drives and optical disc

drives serve as both input and output devices. Computer networking is another form of I/O.

### A list of Input Devices

Overlay keyboard

Trackball

Joystick

Digital camera

Microphone

Touch screen

Digital video

Image scanner

Graphics tablet

Computer keyboard

Mouse

### Output Devices

The means through which computer gives output are known as output devices.

Some examples of output devices are:

Computer monitor

Printer

Projector

Sound card

PC speaker

Video card

### 3) Operating system:

Operating System is software that works as an interface between a user and the computer hardware. The primary objective of an operating system is to make computer system convenient to use and to utilize computer hardware in an efficient manner. The operating system performs the basic tasks such as receiving input from the keyboard, processing instructions and sending output to the screen.

**UNIX and BSD:** UNIX System V, IBM AIX, HP-UX, Solaris (SunOS), IRIX,

**Microsoft Windows:** Windows 95, Windows 98, Windows NT, Windows 2000, Windows Me, Windows XP, Windows Vista, Windows 7, Windows 8, window 10

**DOS:** 86-DOS (QDOS), IBM PC DOS, MS-DOS, DR-DOS, FreeDOS

**Mac OS:** Mac OS classic, Mac OS X

### 4) what is Browsers?

A Browser is a piece of software that everybody needs if they want to surf the Internet for useful or interesting websites. Web pages are designed to be read by Browsers and Browsers are designed to read web pages.

A list of browsers:

**2015:** Microsoft Edge

**2014:** Chrome 32–39, Firefox 27–34, SeaMonkey 2.24-2.30, Opera 19–26, Safari 8

**2013:** Chrome 24–31, Firefox 18–26, Internet Explorer 11, SeaMonkey

## 5) computer abbreviations

### Operating Systems and Data Storage

- BIOS - This is the Basic Input Output System which controls the computer, telling it what operations to perform. These instructions are on a chip that connects to the motherboard.
- BYTE - A byte is a storage unit for data.  
"K" is a Kilobyte which is 1024 bytes.  
"MB" is a Megabyte which is a million bytes.  
"GB" is a Gigabyte, which equals 1000 megabytes.
- CPU - This stands for the Central Processing Unit of the computer. This is like the computer's brain.
- MAC - This is an abbreviation for Macintosh, which is a type of personal computer made by the Apple Computer company.
- OS - This is the Operating System of the computer. It is the main program that runs on a computer and begins automatically when the computer is turned on.
- PC - This is the abbreviation for personal computer. It refers to computers that are IBM compatible.
- PDF - This represents the Portable Document Format which displays files in a format that is ready for the web.
- RAM - This stands for Random Access Memory which is the space inside the computer that can be accessed at one time. If you increase the amount of RAM, then you will increase the computer's speed. This is because more of a particular program is able to be loaded at one time.

- ROM - This is Read Only Memory which is the instruction for the computer and cannot be altered.
- VGA - The Video Graphics Array is a system for displaying graphics. It was developed by IBM.
- WYSIWYG - This initialism stands for What You See Is What You Get. It is pronounced "wizziwig" and basically means that the printer will print what you see on your monitor.

### Connecting to the Internet

- FTP - This is a service called File Transport Protocol which moves a file between computers using the Internet.
- HTML - Hypertext Markup Language formats information so it can be transported on the Internet.
- HTTP - Hypertext Transfer Protocol is a set of instructions for the software that controls the movement of files on the Internet.
- IP - This stands for Internet Protocol which is the set of rules that govern the systems connected to the Internet. IP Address is a digital code specific to each computer that is hooked up to the Internet.
- ISP - The Internet Service Provider is the company which provides Internet service so you can connect your computer to the Internet.
- LAN - This stands for Local Area Network which is the servers that your computer connects to in your geographic area.
- PPP - Point-to-Point Protocol is the set of rules that allow your computer to use the Internet protocols using a phone line and modem.

- URL - This is the Uniform Resource Locator which is a path to a certain file on the World Wide Web.
- USB - The Universal Serial Bus is used for communications between certain devices. It can connect keyboards, cameras, printers, mice, flash drives, and other devices. Its use has expanded from personal computers to PDAs, smart phones, and video games, and is used as a power cord to connect devices to a wall outlet to charge them.
- VR - Virtual Reality simulates a three-dimensional scene on the computer and has the capability of interaction. This is widely used in gaming.
- VRML - Virtual Reality Mark-up Language allows the display of 3D images.

#### 5) Short cut key

Ctrl + N	Create a new workbook.
Ctrl + O	Open an existing workbook.
Ctrl + S	Save the active workbook.
F12	Save the active workbook under a new name, displays the Save as dialog box.

Ctrl + W	Close the active workbook.
Ctrl + C	Copy the contents of the selected cells to Clipboard.
Ctrl + X	Cut the contents of the selected cells to Clipboard.
Ctrl + V	Insert the contents of the Clipboard into the selected cell(s).
Ctrl + Z	Undo your last action. <b>Panic button :)</b>
Ctrl + P	Open the "Print" dialog.

## Formatting data

Ctrl + 1	Open the "Format Cells" dialog.
Ctrl + T	"Convert selected cells to a table. You can also select any cell in a range of related data, and pressing Ctrl + T will make it a table.



## Working with formulas

Tab	Auto complete the function name. Example: Enter = and start typing <b>vl</b> , press Tab and you will get <b>=vlookup(</b>
F4	Cycle through various combinations of formula reference types. Place the cursor within a cell and hit F4 to get the needed reference type: absolute, relative or mixed (relative column and absolute row, absolute column and relative row).
Ctrl + `	Toggle between displaying cell values and formulas.
Ctrl + '	Insert the formula of the above cell into the currently selected cell or the Formula Bar.

## Navigating and viewing data

Ctrl + F1	Show / hide the Excel Ribbon. Hide the ribbon to <b>view more than 4 rows of data.</b>
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Ctrl + Tab	Switch to the next open Excel workbook.
Ctrl + PgDown	Switch to the next worksheet. Press <i>Ctrl + PgUp</i> to switch to the previous sheet.
Ctrl + G	Open the "Go to" dialog. Pressing <i>F5</i> displays the same dialog.
Ctrl + F	Display the "Find" dialog box.
Home	Return to the 1st cell of the current row in a worksheet.
Ctrl + Home	Move to the beginning of a worksheet (A1 cell).
Ctrl + End	Move to the last used cell of the current worksheet, i.e. the lowest row of the rightmost column.

## Entering data

F2	Edit the current cell.
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Alt + Enter	In cell editing mode, enter a new line (carriage return) into a cell.
Ctrl + ;	Enter the current date. Press <b>Ctrl + Shift+;</b> to enter the current time.
Ctrl + Enter	Fill the selected cells with the contents of the current cell. <b>Example:</b> select several cells. Press and hold down Ctrl, click on any cell within selection and press F2 to edit it. Then hit Ctrl + Enter and the contents of the edited cell will be copied into all selected cells.
Ctrl + D	Copy the contents and format of the first cell in the selected range into the cells below. If more than one column is selected, the contents of the topmost cell in each column will be copied downwards.
Ctrl + Shift + V	Open the "Paste Special" dialog when clipboard is not empty.
Ctrl + Y	Repeat (Redo) the last action, if possible.

## Selecting data

Ctrl + A	Select the entire worksheet. If the cursor is currently placed within a table, press once to select the table, press one more time to select the whole worksheet.
Ctrl + Home then Ctrl + Shift + End	Select the entire range of your actual used data on the current worksheet.
Ctrl + Space	Select the entire column.
Shift + Space	Select the entire row.

**[All the best from Ur GK Buddy Suryansh]**